

## Real Property Capitalization

*This form should be used to provide capitalization information when acquiring, modifying or disposing of any real property such as land, buildings, land or building improvements or improvements other than buildings.*

Business Unit\*:

Type of report\*: (check one):

Add

Change

Delete

Description of property\* :

Update to\*: (check one):

Land

Land improvements

Buildings

Building improvements

Improvements other than buildings

Location of property\* (include physical address):

Deptid\*:

Name of county\*:

Total cost of report  
item\*\*:

Conveyance date\*:

Number of  
acres:

STREAM Transaction ID (if applicable):

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COMPLETE THIS SECTION FOR DELETIONS

Disposition method (Sale, Donation, etc.)\*:

Sale price:

Conveyed to:

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Contact person/email\*:

Please complete form and return to the Division of Accounts

\* *Required fields*

\*\**For donated items use acquisition value in this field and attach support that explains how acquisition value was determined.*